

U. S. DEPARTMENT OF HOMELAND SECURITY

CHARTER FOR THE HUMAN RESOURCE MANAGEMENT SYSTEM SENIOR REVIEW ADVISORY COMMITTEE

OFFICIAL DESIGNATION: The Human Resource Management System Senior Review Advisory Committee (“Committee”).

PURPOSE: This Charter establishes the Human Resource Management System Senior Review Advisory Committee pursuant to the Federal Advisory Committee Act, as amended, 5 U.S.C. App. 2, and sets forth guidelines for its operations.

OBJECTIVES AND SCOPE: The Committee is charged with reviewing the work of the Department of Homeland Security/Office of Personnel Management (DHS/OPM) Human Resource System Design Team and providing options to the Secretary of DHS and the Director of OPM for their consideration in establishing the new Human Resources Management System provided for in section 841 of the Homeland Security Act.

DUTIES: The Committee will provide advice and options only.

DURATION: The Committee will exist for 2 years from the date of the Charter, unless earlier renewed or terminated.

OFFICAL TO WHOM THE COMMITTEE REPORTS: The Committee reports to the Secretary of DHS and the Director of OPM.

SPONSOR AND AGENCY PROVIDING SUPPORT: The DHS, Office of the Chief Human Capitol Officer, is responsible for providing administrative services and support to the Committee.

MEMBERSHIP: The Committee shall consist of up to 20 members who shall be appointed by the Secretary DHS in consultation with the Director of OPM. Three of these members will be the leaders of DHS’ major unions: the National Treasury Employees Union (NTEU), American Federation of Government Employees (AFGE) and National Association of Agricultural Employees NAAE. Five (5) members will be individuals with particular expertise, knowledge and experience in human resources. The remaining members will be selected from the senior leadership of DHS and OPM.

COMMITTEE OFFICERS: The committee will be jointly chaired by the DHS Under Secretary for Management and by the Senior Advisor for Homeland Security to the Director of OPM. The Chair persons shall conduct each meeting in general accordance with Roberts’ Rules of Order, provide an opportunity for participation by each member and by public attendees, ensure adherence to the agenda, maintain

order, and prepare any recommendation submitted to the Secretary of DHS and the Director of OPM.

SUBCOMMITTEES: The Co-Chairs may create any subcommittees which may be necessary to fulfill the Committee's mission. In addition, the Co-Chairs will establish such operating procedures as required to support the group, consistent with the Federal Advisory Committee Act, as amended, and applicable Department procedures.

MEETINGS: Meetings are held at the call of the Designated Federal Officer. The Committee meets at least once each year. Additional meetings may be called as necessary. Notice of each meeting is posted in the Federal Register. All meetings are open to the general public. Members of the public are permitted to appear before or file statements with the Committee. The Designated Federal Officer must be present at each Committee meeting. This official has the authority and duty to adjourn the meeting whenever such action is deemed to be in the public interest.

COSTS: The estimated operating costs associated with supporting the Committee's functions are estimated to be \$15,000 per year, which includes all direct and indirect expenses, and 0.1 staff year of support. Members may be reimbursed for travel and per diem in accordance with current regulations.

AVAILABILITY OF RECORDS: Subject to Section 552 of Title 5, U.S.C., the records, reports, minutes, agenda, and other documents made available to the Committee are available for public inspection and duplication. Arrangements for accessing such records may be made by writing to the DHS/OPM Designated Federal Officer, Office of the Chief Human Capital Officer, Department of Homeland Security, Washington, DC 20528.

DATE OF TERMINATION: The Committee will terminate 2 years from the date of charter filing, unless sooner renewed.

CHARTER FILING DATE: